

सार्वजनिक बांधकाम विभागांतर्गत हाती
घ्यावयाच्या नविन इमारती प्रकल्पाकरीता व
अस्तित्वातील इमारतींचे हरित संकल्पनेनुसार
बांधकाम करण्याकरीता 'हरित इमारत बांधकाम
क्षेत्रात वास्तु विशारदा'च्या नेमणुकीबाबत..

महाराष्ट्र शासन
सार्वजनिक बांधकाम विभाग
शासन निर्णय क्र. बीडीजी -२०१६/प्रक-१३३/इमारती-२
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई -४०० ०३२
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संदर्भ- १. शासन परिपत्रक क्र.साबांवि-१९९५/प्र क १५५४/इमारती -३, दि.११/१२/१९९५
२. शासन निर्णय क्र.बीडीजी २०१६/प्र.क्र.१३३/इमारती-२, दि.७/६/२०१६

प्रस्तावना-

सार्वजनिक बांधकाम विभागामार्फत बांधण्यात येणाऱ्या इमारती, हरित इमारत संकल्पनेनुसार बांधण्याबाबत शासनाने धोरण अवलंबिले आहे. सदरील धोरणास अनुसरून हरित इमारत संकल्पनेनुसार इमारतीच्या बांधकामासाठी उपभोक्ता विभागाकडून इमारत बांधकामाची मागणी प्राप्त झाल्यापासून, इमारतीचे नकाशे व आराखडे तयार करणे, सविस्तर प्रकल्प अहवाल तयार करणे, हरित इमारत प्रमाणिकरणासाठी अर्ज करणे, काम प्रगतीत असताना वेगवेगळ्या टप्प्यांवर प्रमाणिकरण करणा-या यंत्रणेकडून तपासणी करून घेणे, इमारत बांधकाम विहित पद्धतीने पूर्ण करून हरित इमारत प्रमाणीकरण प्राप्त करणे, पर्यंतच्या बाबींसाठी मार्गदर्शक सूचना निर्गमित करणे शासनाच्या विचाराधीन होते. तसेच हरित इमारत तत्वावर आधारित नकाशे व आराखडे तयार करणे, हरित इमारत बांधकामासाठी वापरावयाच्या साहित्य आणि त्यांचे स्पेसिफिकेशन्स अंतिम करणे, दरसूची तयार करणे, बांधकामाच्या विविध टप्प्यांवर मार्गदर्शन करणे आणि हरित इमारत प्रमाणिकरण मिळविणे यासाठी या क्षेत्रात अनुभव असलेला 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या वास्तु विशारद/ सल्लागारा'च्या (Green Building Architect/Consultant) नेमणुकीसाठीची कार्यपद्धती निश्चित करणे आवश्यक होते.

आवश्यक तंत्रज्ञान अद्ययावत संगणक प्रणाली, वास्तुशास्त्र शाखेकडे असलेले अपुरे मनुष्यबळ या बाबींचा विचार करता सार्वजनिक बांधकाम विभागातील वास्तुशास्त्रज्ञ शाखेकडून हरित इमारत प्रकल्पाचे नकाशे/ आराखडे/ संकल्पना/ विनिर्देश तयार करणे जिकरीचे आहे. बऱ्याचदा असे निदर्शनास आले आहे की, ज्या उपभोक्ता विभागास इमारत बांधावयाची आहे, त्यांची मूळ मागणी, खाजगी वास्तुशास्त्रज्ञांमार्फत,

अद्यावत तंत्रज्ञानाने सुसज्ज, आधुनिक सोईसुविधायुक्त, कमीत कमी खर्चात इमारतीचे बांधकाम करण्याबाबत सुविधा असणे, या अनुषंगाने पुढीलप्रमाणे शासन निर्णय निर्गमित करण्यात येत आहे.

शासन निर्णय :

उपभोक्ता विभागाचे इमारत बांधकाम प्रस्ताव प्राप्त झाल्यानंतर त्या प्रकल्पाकरीता 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या वास्तुशास्त्रज्ञा' ची नेमणूक करण्याकरीता पुढीलप्रमाणे पध्दती अवलंबण्यात यावी.

संबंधित प्रादेशिक विभागाच्या मुख्य अभियंता यांनी त्यांचे कार्यक्षेत्रासाठी 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञांकडून' जाहिर प्रस्तावाद्वारे विहित नमुन्यांत माहिती मागवून (प्रपत्र-१) सूची तयार करावी. नामिका प्रवेशाकरिता प्राप्त प्रस्ताव, कार्यकारी अभियंता हे अधीक्षक अभियंता यांचेमार्फत संबंधित प्रादेशिक विभागाचे उपमुख्य वास्तुशास्त्रज्ञ यांचेकडे आवश्यक तपासणी साठी पाठवतील. उपमुख्य वास्तुशास्त्रज्ञ सदरचे प्रस्ताव छानणी करून नामिका सूची तयार करणेकामी प्रादेशिक कार्यालयास सादर करतील.

दि. ३१ जानेवारी २०१८ पर्यंत सर्व प्रादेशिक विभागांनी प्रथम त्यांच्या कार्यक्षेत्रातील हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुविशारदांची यादी (Empanelment list) तयार करावी व ही सूची ३१ मार्च, २०१९ पर्यंत वैध राहिल.

नामिका प्रवेशाकरीता (Empanelment) हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञांची सूची दर वर्षी मार्चमध्ये मुख्य अभियंता यांनी वृत्तपत्रिय प्रसिध्दी देऊन अर्ज मागवून अद्यावत करावी.

उपभोक्ता विभागाकडून एखाद्या प्रकल्पाच्या बांधकामाची मागणी आल्यानंतर नामिका सूचीतील 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या सर्व खाजगी वास्तुशास्त्रज्ञांकडून' संबंधित कार्यकारी अभियंता हे यादीमधील (Empanelment list) सर्व खाजगी वास्तुशास्त्रज्ञांना प्रकल्पाबाबत सूचित करून प्रपत्र २ नुसार अर्हताप्राप्त इच्छुक खाजगी वास्तुशास्त्रज्ञांकडून अर्हता व दरपत्रके मागवतील. 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या सर्व खाजगी वास्तुशास्त्रज्ञांची नेमणूक करण्याकरीता खाजगी वास्तुशास्त्रज्ञांच्या प्राप्त अर्हता व दरपत्रके तपासणी करणे व सक्षम अधिका-याकडे नियुक्तीची शिफारस करणेसाठी खालीलप्रमाणे समिती गठीत करण्यात यावी.

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| १) संबंधित प्रादेशिक विभागाचे मुख्य अभियंता :- | अध्यक्ष |
| २) संबंधित प्रादेशिक विभागाचे उप मुख्यवास्तुशास्त्रज्ञ :- | सदस्य |
| ३) Council of Architecture यांचेकडून :- | सदस्य |
| नामनिर्देशित २ वास्तुशास्त्रज्ञ | |
| ४) कार्यकारी अभियंता (संबंधित विद्युत विभाग) :- | सदस्य |
| ५) कार्यकारी अभियंता (संबंधित विभाग) :- | सदस्य सचिव |

उपरोक्तनुसार गठीत केलेल्या समितीने, तपासणी अंती, खाजगी वास्तुशास्त्रज्ञांची नेमणुकीची शिफारस मुख्य अभियंता यांचेकडे करावी. मुख्य अभियंता यांचे मान्यतेनंतर संबंधित कार्यकारी अभियंता यांनी त्यांचेसोबत विहित प्रपत्र क्र- ३ (TOR- Terms of References) नुसार करारनामा करावा.

एखाद्या उपभोक्ता विभागाने कल्पकता स्पर्धा घेऊन 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या सर्व खाजगी वास्तुशास्त्रज्ञा'ची नेमणूक करणेची मागणी केल्यास त्यासाठी कौंसिल ऑफ आर्किटेक्चर च्या नियमावलीनुसार कार्यपद्धती अवलंबून नामिका सूचीवरील सर्व तज्ञांकडून प्रस्ताव मागवावेत. या कल्पकता स्पर्धेसाठी 'बोर्ड ऑफ असेसर्स' ची निवड मुख्य अभियंता हे उपमुख्य वास्तुशास्त्रज्ञ यांचे मदतीने करतील. 'बोर्ड ऑफ असेसर्स' मधील अशासकीय सदस्यांना आणि कल्पकता स्पर्धेत प्रथम, द्वितीय आणि तृतीय आलेल्या प्रवेशिकांना कौंसिल ऑफ आर्किटेक्चर च्या नियमावलीतील तरतुदीनुसार मानधन देय राहिल.

सेवा शुल्काची निश्चिती

'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञा'च्या सेवा करीताचे अधिकतम शुल्क हे प्रकल्प खर्चाच्या ५ टक्केच्या आत असावे. यामध्ये खालील बाबींचा समावेश असेल

- १) Green Architecture (हरित वास्तुशास्त्र सेवा)
- २) Interior Architecture (अंतर्गत सजावट)
- ३) Landscape Architecture (सुशोभिकरण)
- ४) Green Building Consultancy
- ५) Heat, Ventilation & Air conditioning (HVAC) Consultancy.

प्रशासकीय मान्यतेकरीताचे नकाशे/ आराखडे

प्रशासकीय मान्यतेकरीता सादर करावयाच्या ढोबळ अंदाजपत्रकाकरीता आवश्यक नकाशे/ आराखडे व दर हे हरित इमारत संकल्पनेवर आधारित असावेत. Solar passive Architecture च्या तत्वावर आधारित इमारतीचे Orientation संकल्पित असावे.

खाजगी वास्तुशास्त्रज्ञ शुल्का करीताची तरतुद :-

प्रकल्पाच्या मागणी पासून ते प्रशासकीय मान्यता मिळेपर्यंत येणारा सर्व खर्च सार्वजनिक बांधकाम विभागास प्राप्त देखभाल दुरुस्तीच्या निधीतून करण्यात यावा. प्रकल्पास प्रशासकीय मान्यता मिळाल्यानंतर पुढील संपूर्ण खर्च हा त्या प्रकल्पाच्या निधीतून करण्यात यावा.

'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या सर्व खाजगी वास्तुशास्त्रज्ञा'च्या सेवेकरीता प्रशासकीय मान्यतेसाठीच्या अंदाजपत्रकामध्ये ५ टक्के सेवाशुल्क अंतर्भूत करावे.

जे प्रकल्प अर्थसंकल्पात समाविष्ट असतील आणि त्यांच्या अंदाजपत्रकात 'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञा'चे शुल्काचा समावेश नसेल त्यांचा खर्च आकस्मिक खर्च म्हणून भागवावा.

ज्या प्रकल्पांकरीता खाजगी वास्तुशास्त्रज्ञ नेमण्याची सुरुवातीपासूनच गरज भासणार असेल तेथे प्रशासकीय मान्यता अंदाजपत्रकांत प्रकल्प खर्चाच्या जास्तीत जास्त ५ टक्के इतकी तरतुद करावी.

प्रशासकीय मान्यता अंदाजपत्रकाकरीता खाजगी वास्तुशास्त्रज्ञाने उपलब्ध करून दिलेल्या नकाशे/ आराखड्यांस सहा महिन्यात प्रशासकीय मान्यता प्राप्त न झाल्यास, खाजगी वास्तुशास्त्रज्ञाला तेवढ्या सेवेकरीता द्यावयाच्या शुल्काची तरतुद २०१९/२२१६ या लेखाशिर्षमधून भागविण्यांत यावी. तसेच अशा परिस्थितीत खाजगी वास्तुशास्त्रज्ञासोबत केलेला करारनामा आपोआप संपुष्टात येईल, अशी तरतुद करारनाम्यात अंतर्भूत करावी.

'हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञा'नी तयार केलेले नकाशे व आराखडे हे स्थानिक प्राधिकरणाच्या विहित बांधकाम नियमावलीनुसार आहे किंवा नाही हे मुख्य / उपमुख्य वास्तुशास्त्रज्ञ यांनी तपासून द्यावे. तथापि, यासाठी मुख्य / उपमुख्य वास्तुशास्त्रज्ञ यांनी सदरचे नकाशे प्राप्त झालेपासून आठ दिवसांत तपासून व आवश्यक त्या सुधारणांसह संबंधित कार्यकारी अभियंता यांना पुढील कार्यवाहीसाठी द्यावे. मुख्य/उपमुख्य वास्तुशास्त्रज्ञ यांनी नकाशे आठ दिवसात तपासून प्रतिस्वाक्षरी न केल्यास त्यांची प्रतिस्वाक्षरी गृहीत धरून क्षेत्रिय अधिकाऱ्यांनी याबाबत पुढील कार्यवाही करावी.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१८०११९१६४६०६७५१८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(सचिन चिवटे)

अवर सचिव, महाराष्ट्र शासन

प्रति,

- १) मा.मंत्री (सार्वजनिक बांधकाम) यांचे खाजगी सचिव
- २) स्वीय सहायक, प्रधान सचिव (सा.बां.)/सचिव (रस्ते)/सचिव (बांधकामे), सा.बां.विभाग, मंत्रालय, मुंबई
- ३) सर्व मुख्य अभियंते/अधीक्षक अभियंते, सार्वजनिक बांधकाम विभाग
- ४) मुख्य वास्तुशास्त्रज्ञ, सार्वजनिक बांधकाम विभाग, मुंबई
- ५) इमारती-२ कार्यासन संग्रहार्थ.

प्रपत्र -१

‘हरित इमारत बांधकाम क्षेत्रात प्रशिक्षित व अनुभव असलेल्या खाजगी वास्तुशास्त्रज्ञाच्या तालिका सूचीमध्ये नाव समाविष्ट करणेसाठी करावयाच्या अर्जाचा नमुना

अ. क्र.	माहिती	विवरण
१	संपूर्ण नाव	
२	जन्म दिनांक आणि दि. १एप्रिल २०१८ रोजीचे वय	
३	शैक्षणिक पात्रता (पुष्ट्यर्थ कागदपत्रे जोडावीत)	
	१	
	२	
४	अनुभव (पुष्ट्यर्थ कागदपत्रे जोडावीत)	
	१	
	२	
	३	
५	हरित इमारत सल्लागार म्हणून (Green Building Consultant) घेतलेले प्रशिक्षण	
६		

स्वाक्षरी :-

अर्जदाराचे नाव :-

उपमुख्य वास्तुशास्त्रज्ञ यांचे तालिकासूचीमध्ये नाव समाविष्ट करणेसंदर्भात अभिप्राय :-



Govt of Maharashtra

Public Works Department

REQUEST FOR PROPOSAL (RFP)
for

APPOINTMENT OF EXPERIENCED AND REGISTERED ARCHITECT /
ARCHITECTURAL FIRMS FOR CONSTRUCTION OF

BASED ON GREEN BUILDING CONCEPT.

office of the
Executive Engineer,
Public Works Division,.....



INDEX

SR.NO.	C O N T E N T S	PAGE NO.
1.	INTRODUCTION	2
2.	DETAILED EOI NOTICE	3-7
3.	PRE-QUALIFICATION REQUIREMENT	8
4.	LIST OF REQUIRMENTS	9-12
5.	SCOPE OF WORK OF THE ARCHITECTURAL FIRM	13
6.	LIST OF DELIVERABLES	14
7.	QUESTIONS AND ANSWERS	15
8.	EVALUATION CRITERIA	16
9.	AWARD OF WORK	17
10.	PROGRAMME SCHEDULE	18
11.	MANNER OF SUBMISSION OF RFP	19
13.	INFORMATION OF ARCHITECT/ CONSULTANT	20-22
14.	WORK CAPABILITY AND PREVIOUS EXPERIENCE	23-25
15.	SITE PLAN	26

REQUEST FOR PROPOSAL (RFP)

Name of Work :-

Government of Maharashtra invites you for participation in Idea **Competition** for the
(Name of Work) -----

This document is intended to facilitate Architects to prepare and submit Detailed Design Proposals (hereinafter referred to as the “**Proposal**”) consisting of the deliverables indicated under “List of Deliverables” for the competition

I. INTRODUCTION

The Government of Maharashtra intends to do a state-of-art (Job) -----

In the design criteria, deployment of new technologies, methods of energy conservation, use of eco-friendly materials and ease of maintenance etc are to be given due consideration, which shall include ,inter alia :-

- i. Efficient water supply & sanitary fittings and fixtures
- ii. Energy efficient electrical fittings & fixtures
- iii. Possible use of solar energy
- iv. Storm water utilization
- v. Eco friendly building materials
- vi. Introduction of Building Management System (BMS)
- vii. Day light sensors/occupancy sensors
- viii. Building materials which are easy for maintenance
- ix. Norms of ----- Municipal Corporation for external facade, height of building, building line,etc.

(Architect Member,
Chair person of the
Board of Assessors)

(Promoter Member,
Board of Assessors)

(Architect Member,
Board of Assessors)

(Architect Member,
Board of Assessors)
Dy.Chief Architect
P.W.Region -----

(Promoter Member,
Board of Assessors)
Executive Engineer, P.W.Division,

**कार्यकारी अभियंता,
सार्वजनिक बांधकाम विभाग, -----**

**Web-
e-mail-**

दुरध्वनी क्र.-

जा.क्र. लेखा/निविदा/

/सन २०१२

दिनांक :-

प्रति,

मा. सहाय्यक संचालक,(जाहिरात)
माहिती व जनसंपर्क महासंचालनालय,
महाराष्ट्र शासन, १७ वा मजला,
नविन प्रशासकीय इमारत,मंत्रालयासमोर, मुंबई-४०००३२.

विषय :- निविदा सुचना प्रसिध्द करणे बाबत.....

महोदय,

सोबत या कार्यालयाची **खाजगी वास्तुशास्त्रज्ञ नेमणूक निविदा (EOI) क्र. -- सन -----** च्या पाच प्रती जोडलेल्या आहेत. तरी खालीलप्रमाणे जास्ती खप असलेल्या दैनिक वर्तमानपत्रामध्ये एक वेळ प्रसिध्दीसाठी पाठविणेबाबत विनंती आहे.

- १) कार्यालयाचे नांव : कार्यकारी अभियंता, -----
- २) प्रसिध्दी पातळी : राष्ट्रीय स्तरावरील जास्त खप असलेल्या **एका इंग्रजी** आणि राज्य स्तरावरील जास्ती खप असलेल्या **एका मराठी व एका इंग्रजी** दैनिक वर्तमानपत्रामध्ये एक वेळा व जिल्हा पातळीवरील जास्ती खप असलेल्या **एका मराठी** दैनिक वर्तमानपत्रामध्ये एक वेळा प्रसिध्द करावी.
- ३) प्रसिध्दीची तारीख : त्वरीत **दिनांक -----** किंवा तत्पुर्वी
- ४) जाहिरात बील कोणास पाठवावयाचे? : कार्यकारी अभियंता, सार्वजनिक बांधकाम विभाग, -----

सोबत :- खाजगी वास्तुशास्त्रज्ञ नेमणूक निविदा क्र.-- (EOI)

सन ----- च्या
पाच प्रती. (इंग्रजी)

**कार्यकारी अभियंता,
सार्वजनिक बांधकाम विभाग,
-----**

- प्रत :- मा. मुख्य अभियंता, सा.बां. प्रादेशिक विभाग, ----- यांना माहितीसाठी सविनय सादर.
- प्रत :- मा. अधीक्षक अभियंता, सा.बां. मंडळ, ----- यांना व **वेबसाईट** प्रसिध्दीसाठी सविनय सादर..
- प्रत :- कार्यकारी अभियंता, सा.बां. विभाग ----- यांना माहितीसाठी व प्रसिध्दीसाठी रवाना.
- प्रत :- उप अभियंता, सा.बां. उपविभाग ----- पुणे यांना प्रसिध्दीसाठी.
- प्रत :- प्रकल्प शाखा /जाहिरात फलक विभाग कार्यालय.

GOVT. OF MAHARASHTRA
Public Works Division, -----

EXPRESSION OF INTEREST NOTICE NO.----- for 20-----.

Web- ----- / e-mail- -----

INVITING EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF EXPERIENCED AND REGISTERED ARCHITECTURAL FIRMS FOR ----- BASED ON GREEN BUILDING CONCEPT.

Executive Engineer, -----
invites Expression of Interest (EOI) for Appointment of experienced & registered Architectural firms for Architectural, Conceptual designs & drawing of landscape & related work and taking the approval for following work at -----

Sr. No.	Name of Project	Approximate area of Plot	Area of Construction	Statutory Authority for Sanction of Plans
1.				

The eligibility criteria for appointments is as below :-

1) Eligibility, Qualification and Experience Criteria for Architectural Firm :-

The Architectural firm...

1. Architects i.e. those who are registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.
2. Firms in which all the partners shall be registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.
3. Students of a Teaching Institution, the qualifying examination of which is recognized by the Council of Architecture provided that no member of the staff of the said institution is the sole Assessor or in a jury of three or more Assessors, only one Assessor is from the staff of the said institution.
4. Neither the Promoter of the competition, Assessor/s engaged for the competition nor any of their associates, partner or employee shall compete, assist a competitor or act as an architect or joint architect for the competition project.
5. Should have experience in Planning of Green Building along with all services of sq.m. and above area. Competitor may be requested to submit a proof of qualification, copy of his valid Registration certificate issued by the Council of Architecture, and in case of a student, a certificate from the head of his institution, which is qualified as per 3 above.
6. Should be directly and solely into the profession of Architecture and design of buildings.

The Architectural firm fulfilling the above criteria are invited to submit their Expression of interest (EOI) and provide full detailed information on eligibility, Qualification and experience in design. The Architectural firm should submit a detailed conceptual design for approximate built up area of sq.m. for New Administrative Building in the premises of ----- as per requirements stated in the **REQUEST FOR PROPOSAL (RFP.)** document. **THE DESIGN MUST BE BASED ON GREEN BUILDING CONCEPT.**

F:\GR\Annexure II (Green Bldg).doc

Signature and seal of Applicant

Remuneration of Rs. Lakhs, Rs. Lakhs and Rs. Lakhs will be given to the first three Architects who will be Short-listed from the IDEA COMPETITION respectively.

The selection of the Architectural firm will be made by "**BOARD OF ASSESSORS**" appointed by the Govt. of Maharashtra on the basis of the qualification, experience and the details of executed works and conceptual design of the project. (This Notice is available on P.W.D. website www.mahapwd.com) The **REQUEST FOR PROPOSAL (RFP)** document shall be available in the office of the **Executive Engineer, Public work Division**, ----- from ----- to ----- during Office Hrs during Office Hrs. working day on the payment of Rs. -----/- (Rs. ----- only.) **by cash or demand draft.**

The complete **RFP** Covering (1) eligibility (2) Qualification cum experience criteria stated and (3) Conceptual design of the building must be submitted in a sealed envelope clearly marked " **RFP** for the (Name of Work :- -----) -----) in the office **Superintending Engineer, Public Work Circle**, ----- office on or before ----- at ----- P.M. The **RFP should be submitted with self assigned 9 (Nine) digit code number without revealing the self identity. All drawings revealing identity shall be disqualified.**

For further assistance regarding competition norms and guidelines please write or contact, if required, to

1) email of Circle Office & other Concerned email IDs

The "**BOARD OF ASSESSORS**" reserve the right to reject any / all of the "**REQUEST FOR PROPOSAL**" submission without assigning any reason.

**Executive Engineer
Public Work Division**

II.PRE-QUALIFICATION REQUIREMENT:

Eligibility, Qualification & Experience Criteria for Architectural Firm

The Architectural Firm...

1. Should have valid registration as Architect from Council of Architecture, New Delhi and shall submit Proof of registration with Council of Architecture. Name, address of firm with details of key personnel.
2. Should be experienced in designing projects of sustainable building design such as Green Building / ECBC (Energy Conservation Building Code.) complied building design.
3. Should have worked as Architect for at least one completed project of 18000 sqm.or more, built up area along with the required parking as per ----- Municipal Corporation Bylaws.
4. Should have well experienced Team of Architects, structural engineers, site engineers, experts in other fields like HVAC, Lighting, Liaisoning Officers, Landscape Architects, Interior Architects, plumbing consultancy etc.
5. Should be directly and solely into the business of design and construction supervision of modern and green buildings.
6. Should have capacity to liaison with various Statutory Authorities & Government Agencies.
7. Should submit the Photocopies of Income Tax Clearance certificate for the last 3 years showing the yearly turnover.
8. Should submit the Photocopies of the Registration with the council of Architecture (Attach Certificates).
9. Should submit the Copy of the Details of maximum value of work done in single contract during the last 5 years. (Attach Certificate of Employer)
10. Should submit the Copy of the List of works executed during the last 3 years with details of scope of work performed along with copies of completion certificate from clients / employees along with photographic evidence in support of the kind of building work done and quality of work executed.
11. Should submit the Details of in-house facilities available along with details of software being used.

All xerox copies of above document should be attested by the Gazetted officer.

III. List of Requirements: / Design Brief / Design Statement.

BRIEF PARAMETERS FOR CONSTRUCTION OF -----

Location : -----

1. Area of plot - ----- Sq.m
2. Project duration - ----- Months
3. The Project Plan to be prepared by Architectural firm, is required keeping in view the following details:

A. Building

B. Requirements for the INTERIOR ARCHITECTURAL WORK:

C. LANDSCAPE ARCHITECTURAL SERVICE:

Refer following tables (Table-a, b) for sample format taken from P.W.D. Pune Circuit House project.

Table-a

Sr.No.	Name of Office	Approx. Area in Sqm
1. Public Area not Related to Collector		
1	SLR	190.00
2	SCM	50.00
3	SLAO 01	130.00
4	SDO PUNE	60.00
5	SDO BHOR	60.00
6	TILR	190.00
7	SLAO 02	130.00
8	SAINIK SEVA	70.00
9	MARRIAGE REGISTRATION	160.00
10	ATM	20.00
11	SLAO 3	130.00
12	EGS	100.00
13	KULKAYDA	100.00
14	HOME DEPT.	100.00
15	SLAO 5	130.00
16	SLAO 4	100.00
17	CONTROL ROOM	70.00
18	SANJAY GANDHI YOJNA	70.00
19	REHABILITATION	200.00
20	ENTERTAINMENT TAX	160.00
21	SLAO 6	130.00
22	SMALL SAVINGS	50.00
23	NIRVASIT	50.00
24	SLAO 7	130.00
25	SLAO 8	100.00
26	SLAO 11	130.00

27	SLAO 9	100.00	
28	MINING	65.00	
29	AUDIT	150.00	
30	GRAMPANCHAYAT	70.00	
31	PLANNING	100.00	
32	PANCHAYAT SAMITI HAVELI	1,750.00	
33	REVENUE DEPT.	220.00	
34	ELECTION 01	220.00	
35	POLICE STATION (SEPERATE IDENTITY)	1,000.00	
		6,485.00	Sqm

2. Offices Related to Collector.

1	ADDITIONAL COLLECTOR OFFICE	340.00	
2	EXECUTIVE CONFERENCE ROOM	100.00	
3	GENERAL DEPT.	120.00	
4	DISASTER MANAGEMENT	160.00	
5	VIDEO CONFERENCE	100.00	
6	COLLECTOR'S OFFICE	220.00	
7	PROTOCOL	70.00	
8	RDC'S OFFICE	220.00	
		1,330.00	Sqm

3. Non Public Area

1	RECORD ROOM 1	60.00	
2	PWD	100.00	
3	RECORDS ROOM 2	60.00	
4	SERVER	60.00	
5	FLOOD CONTROL	50.00	
6	RECORDS ROOM 3	60.00	
7	MULTIPURPOSE HALL	350.00	
8	SUPPLY 1	110.00	
9	SUPPLY 2	100.00	
10	RECORD ROOM 4	60.00	
11	INTERNAL AUDIT	135.00	
12	GENERAL MEETING HALL	350.00	
13	RECORDS ROOM 5	60.00	
14	OFFICERS' MEETING HALL	150.00	
15	SERVER	50.00	
		1,755.00	Sqm

4. Day to Day Office (Single Window etc.)

1	CFC	200.00	
2	RECEPTION AND INFO	35.00	
3	SINGLE WINDOW	150.00	
4	STAMP VENDOR	25.00	
5	RECEPTION	70.00	
		480.00	Sqm

TOTAL AREA	10,050.00	Sqm
-------------------	------------------	------------

NOTE:

1. Proportionate common areas, toilet & services should be considered separately.
2. Total carpet Area approx. ----- Sqm excluding Toilet Blocks, Lifts, Passages, Staircases etc.
3. Total Construction area approx. ----- Sqm. Excluding Basement ,covered parking etc.

B) Requirements for the INTERIOR ARCHITECTURAL WORK:

Table-b

DEPARTMENT	VISITOR	CABIN	WORKSTATION WITH VISITOR	WORK STATIONS
SINGLE WINDOW	9	1	6+7	11
SAINIK SEVA	6	1	2	5
MARRIAGE REGISTRATION	5	1	3	4
SLR	15	3	6	13
TILR	8	3	10	18
CFC	7	1	6+2	2
PWD	6	1	2	5
SCM	3	1	1	3
SDM	3	1	1	1
SDO PUNE	4	1	2	5
SDO BHOR	4	1	2	4
SLAO	56	11	46	129
HOME DEPT	8	1	4	7
SERVER	0	0	0	3
ENTERTAINMENT TAX	13	1	16	16
REHABILITATION	5	1	10	15
FOOD CONTROL	3	1	1	2
SMALL SAVINGS	2	1	2	2
NIRVASIT	3	1	3	2
SANJAY GANDHI YOJNA	4	1	2	5
KULKAYDA	6	1	4	11
EGS	6	1	4	11
MULTIPURPOSE HALL	CAPACITY- 160			
SUPPLY	13	2	16	38
MINING	7	1	2	7
ADDITIONAL COLLECTOR'S OFFICE 01	12	1+ANTE+ CONF	2	6
ADDITIONAL COLLECTOR'S OFFICE 02	13	1+ANTE+ CONF	2	8
GENERAL MEETING HALL	CAPACITY- 120			

AUDIT	9	1	4	26
INTERNAL AUDIT	9	1	4	14
GENERAL DEPT	6	1	4	14
OFFICER'S	CAPACITY			
MEETING HALL	-60			
GRAMPANCHAYAT	5	1	3	4
ELECTION	32	2	5	10
PLANNING	6	1	3	5
COLLECTOR'S				
CABIN	20		2	4
COLLECTOR'S				
OFFICE	35		8	16
EXECUTIVE	CAPACITY-			
CONFERENCE	25			
ROOM				
VIDEO	CAPACITY-			
CONFERENCE	40			
PROTOCOL	10	1	6	8
DISASTER				
MANAGEMENT	5	1	6	24
DEPT				
RDC'S OFFICE	25	1	6	24
REVENUE DEPT	45	2	14	48
CONTROL ROOM				
ATM				
STAMP VENDOR				
NECESSARY				
RECEPTION &				
LOUNG , RECORD				
ROOM & TOILET ON				
EACH FLOOR AS				
PER REQUIRED				
PROPORTION ETC.				

C) LANDSCAPE ARCHITECTURAL SERVICE:

- Landscaping/gardening of the entire plot except area of the building.
- Campus water supply network
- Campus lighting and Power distribution.
- Campus Renewable Energy systems for buildings & other services like vehicle charging systems, hot water systems for canteen etc.
- Roads, Boundary / Retention wall & campus drainage system etc.

(Note:- Above amenities & requirement may be changed if Steering committee headed by Chief Engineer,P.W.Region ,-----, desires to do so)

IV. SCOPE OF WORK OF THE ARCHITECTURAL FIRM

The duties & responsibilities of Architectural Firm will be in similar line with the guidelines given by Council of Architecture. The scope of the work will be as follows.

1. To prepare drawings of the Proposed Building including Plan, Elevation, Sections, Based on GREEN BUILDING CONCEPT. Along with the specifications, final layout, designing, construction methodology and schedules. so as to obtain Maximum Rating from recognized Green Building Rating System like GRIHA Five star Rating.
2. All the existing structures in the premises are to be demolished if any.
3. Consideration of Heritage committee decision of Evaluation Criteria. (If required)
4. The drawings of the building shall comply with the Bylaws of ----- Municipal Corporation,-----including parking norms.
5. To carry out market survey of Green Building technology and maintain the list of technology providers, their technical details and price catalogs etc.
6. Preparation of Room wise Furniture Layout along with plans and detailed specifications for furniture work.
7. Internal Electrification and lighting design, Heat, ventilation and Air conditioning system.(HVAC)
8. Preparing proposal for graphic signage, indoor planting, acoustical works, incidental plumbing, fire fighting and sanitation work.
9. Preparations of layout and detail plans of Land scape work in the campus of proposed Building.

Architectural firm should provide:

1. Architectural services including plumbing, electrical, HVAC services, sanitation ,firefighting etc.
2. Landscape Architects services.
3. Interior Architects services.
4. Green building consultancy.

V LIST OF DELIVERABLES

- 1. Detailed Site Plan at 1:500 scale showing Building Blocks/Built forms integrated with landscape features, Circulation System for movement of vehicles, pedestrians ,Cycles Parking areas. (if any)**
- 2. Location of Water tanks, Electric Substation, AC plant room, STP etc. (As per requirement)**
- 3. All detailed floor plans, elevations, sections suitable to explain entire scheme scale 1:200**
- 4. A project report in A-4 size neatly typed that shall explain, compliment and clarify the concept, specifications, block estimates.**
- 5. A clear three dimension perspective drawing explaining the scheme.**
- 6. A walkthrough through important spaces of the structure to understand Scale .**

JURY/ Board of Assessors

The following members shall constitute the jury (BOA) and shall adjudge the proposals submitted for the competition. As per the appointment by Government of Maharashtra.

Name of Members in The Board of Assessors (BOA)

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

Questions and Answers

**Questions if any must be emailed or posted to
the following address to reach not later than -----
-----**

Email:

1) email of Circle Office & other Concerned email IDs

Postal Address:

**Executive Engineer
Public Work Division
-----**

EVALUATION CRITERIA

Sr. No.	Parameter for evaluation
1.	Concept.
2.	Circulation – Showing Public Area, Administrative Area, Parking Area etc.
3.	Use of Natural Light And Ventilation.
4.	Ease of Maintenance in proposed Design.
5.	Management of Flow of Traffic and Marche's/ Dharana's / Public Agitation etc.
6.	Consideration of Heritage Committee's Decision as mentioned(if any)

AWARD OF WORK

TOR will be served to the selected Architectural firm.

INSTRUCTIONS TO APPLICANTS

1. Architectural firm are required to submit their applications in the prescribed format and with full particulars, giving details about their organization, experience, technical personnel in their organization, which will be kept confidential.
2. While deciding upon the pre-qualification of Architects, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule.
3. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization /Power of Attorney to do so.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part, and a proper reference with page number must be indicated in the main form of application. The applicant should, however, enclose the application form collected from the Executive Engineer P.W.Division,----- or downloaded from website along with the application.
5. Applications containing false and/or inadequate information will be liable for rejection.
6. While filling up the application with regard to the list of important projects completed or in hand, the applicants shall include projects relating to institutional /commercial /public buildings costing not less than Rs.1500.00 lakhs each and shall mention all features and services of the project handled by the applicant such as number of storey of the building, services provided such as furnishing work, air-conditioning system, access control system and surveillance etc.
7. Clarifications, if any required, may be obtained from Executive Engineer P.W.Division, -----
8. Architectural firms are requested to visit the site before submitting their proposal to acquaint themselves with the site conditions to study the existing conditions and to ensure the saving of existing trees from cutting, to the maximum extent.
9. Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.
10. Intimation to pre-qualified Architects for empanelment shall be advised separately for future course of action.
11. Decision of the Board Of Assessors regard to pre-qualification of Architects shall be final. They reserves the right to reject any or all applications without assigning any reason thereto.

VII. PROGRAMME SCHEDULE

Programme Schedule for Competition for Collector Office in -----.

The competition will be run in accordance with the following time table:

Last date of receipt of questions, if any -----

Last date of dispatch of Answers to questions -----

Last date for receipt of the Proposals -----

Manner of submission of RPP and its accompaniments.:-

RPP should be submitted in two separate sealed envelopes.
The Architects shall submit the RFP and documents in two sealed envelopes as below.

1) Envelope No..1 (Documents)

The first envelope clearly marked as “ENVELOPE No.1 (**Documents**)” and shall contain all the documents required for prequalification, full particulars of the firm etc..

Each page of envelope No.1 shall be signed. These shall be signed by the person/persons on behalf of organization having necessary authorization / power of attorney to do so.

The self assigned 9 (Nine) digit code Number without revealing the self identity shall be written on the bottom of left hand corner of envelope No.1

2) Envelope No..2 (conceptual Design)

The second envelope clearly marked as “Envelope No.2 (**Conceptual Design**) “ shall contain only the Idea / conceptual design only.

The self assigned Nine digit code number without revealing the self identity shall be written on the bottom of the left hand corner of envelope No.2.

SUBMISSION OF RFP :-

- 1) The two sealed envelopes No.1 & No.2 shall be again put together in one common cover & sealed.

This sealed cover shall be marked on the left hand top corner.

“ **Request for Proposal for** -----
-----.”

- 2) The self assigned 9 (Nine) digit code Number without revealing the self identity shall be written on the bottom left hand corner of the cover.

OPENING OF RFP :-

On the date specified in the tender notice, following procedure will be adopted for opening of RFP.

Envelope No.2 :- First of all, Envelope No.2 shall be opened before Board of Assessors (BOA) And only after evaluation of the concept design by the BOA ,Envelope No.1 shall be opened and a note will be recorded accordingly by the BOA.

Envelope No.1 :- Envelope No.1 shall be opened only after the evaluation of Conceptual design of all the Competitors by BOA ,to verify its contents as per the requirements.

INFORMATION OF ARCHITECT/ CONSULTANT

1.	a) Name of the Organization	:	
	b) Address	:	
	c) Phone No.	:	
	d) Fax No	:	
	e) E-mail address	:	
	f) Cell No	:	
	g) Web-site, if any	:	
2.	a) Year of establishment (enclose documentary evidence)	:	
	b) No. of years of experience in the relevant field (Minimum experience required is 5 years in relevant Field)	:	
3.	Type of the Organization (Whether Proprietorship, Partnership, Private Ltd, Co-operative body etc)	:	
4.	Name of the Proprietor /Partners / Directors of the Applicant with addresses & Phone Numbers		
	a)		
	b)		
	c)		

	d)		
5.	a) Details of Registration – Whether Partnership firm, Company, etc.	:	
	b) Name of Registering Authority, Date & Registration Number	:	
6.	a) Details of Registration with the Council of Architecture	:	
	b) Registration No. & Date (copy of relevant document to be attached	:	
7.	Name & Address of Banker	:	
8.	Whether an assesses of Income Tax. If so, mention Permanent Account No. /T Account No. (enclose document evidence)	:	
9.	Please mention Service Tax Registration /Professional Tax No.(Enclose Documentary evidence)	:	
10.	Details of registration, if any, in the panel of Architects For other Organization/Statutory bodies//CPWD/PWD etc	:	
11.	Please indicate your related field of services	Yes	No
	a) Architectural services for institutional /Commercial/Public Building		
	b) Architectural services for Residential building		
	c) Interior design and furnishing work for institutional / commercial/Public building		
	d) Architectural services for Landscaping work		
12.	Furnish details of consultants/specialist whose Services are generally availed of by the applicant		
	a) Geo-Technical Consultant	:	
	b) Structural Engineering Consultant	:	

	c) Electrical Consultant	:	
	d) Air-Conditioner Consultant	:	
	e) Plumbing Consultant	:	
	f) Fire Consultant	:	
	g) Interior Designer	:	
	h) Green Building Consultant		
	i) Landscaping Architect.		
13.	a) Furnish details of office infrastructure at main Office:		
	1) Carpet area of Office	:	
	2) No. of Architects	:	
	3) No. of Engineers of various trades	:	
	4) No. of Interior Designer	:	
	5) No. of Draftsman	:	

(Note :- Please attach separate sheets wherever necessary & submit the documentary evidence of the information submitted above. All copies of certificate/documents should be attested by Govt. Authority)

WORK CAPABILITY AND PREVIOUS EXPERIENCE (Separate Sheet may be attached) - Annexure-1

a) List of important Architectural Design Projects by the Applicant during last 3 years each having built up area of at least 18000 Sqm or more.

S.N.	Name of the Project mentioning all features, scope of services and location.	Name & full postal address of the owner. Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs)	Projects Details		Nature of service rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Date of Commencement	Date of completion	Only Service (*)	Architectural		
1	2	3	4	5	6	7	8	9	

(*) Architectural service would include – Planning of the project, preparation of furnishing & interior decoration layout & Design of services, drawings, periodic supervision of work.

b) List of important Projects IN HAND Each having built up area of at least ----- Sqm or more (Separate Sheet may be attached)

S. N.	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner. Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs.)	Projects Details		Nature of service rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Date of Commence ment	Date of completion	Only Architectural Service (*)			
1	2	3	4	5	6	7		8	9

(*) Architectural service would include – Planning of the project, preparation of furnishing & interior designing layout & Design of services, drawings, periodic supervision of work.

Technical Personnel and special experience (Separate Sheet may be attached)

List of Technical personnel employed under applicant's firm, giving details about their technical qualifications & experience in the Applicant's establishment.

S.N.	Name	Age	Qualifications	Experience	Nature of works handled	No. of years in the organization	Indicate special experience and achievement, if any
1	2	3	4	5	6	7	8
1	Main Office (Principal Architect, Experts in HVAC, Electrical, Energy Analysts, Landscape & other services etc.)						

NOTES :

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
- Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- Reference
A) Please give references of two persons (Engineers, Architects or top officials of an organization) for whom you have executed similar Projects of importance, who may be in a position to advise and confirm the Bank about the ability, competence and capability of your organization.
- Number of supplementary sheets attached with Sl. Nos.
-

SIGNATURE OF THE APPLICANT WITH FULL NAME,
ADDRESS AND SEAL.

(Architect Member,
Board of Assessors)

(Architect Member,
Board of Assessors)
Dy.Chief Architect,

(Promoter Member,
Board of Assessors)
Executive Engineer, P.W.Div, --

(Architect Member,
Chair person of the Board of
Assessors)

(Promoter Member,
Board of Assessors)

(ANNEXURE-III)

To be made on Rs.100/- Bond Paper

AGREEMENT made at --- day of ----- between the Governor of Maharashtra exercising the executive power of the state of Maharashtra represented by the Executive Engineer, Public Works Division, ----- of Government of Maharashtra, herein after referred to as “THE GOVERNMENT” (which expression shall, unless it be repugnant to the context or meaning thereof be deemed to mean and include his successor in office and assigns and as defined wherever appeared hereinafter) of the ONE PART and M/s.-----, registered under Indian Companies Act, 1996 and having its registered office at ----- herein after referred to as “THE ARCHITECT” (which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successor and assigns and as defined wherever appeared hereinafter) of the SECOND PART.

WHEREAS the Government has decided to construct (**Name of Work:-** -----

as described in Annexure-I. is referred as "THE PROJECT" wherever appeared hereinafter.

AND WHEREAS the Government has publicly invited for Idea competition for the proposed Development in which ----- has participated and their idea for development of the said complex was accepted by the Board of Assessors.

AND WHEREAS the Government has entrusted the work of the project for rendering Architectural and other associated services as mentioned below to which he has agreed to do on the terms and Conditions hereinafter appearing.

IT IS NOW AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS :

0.0 Definitions:

- 0.1 **Government:** - "The Government" shall mean the Public Works department of the Government of Maharashtra.
- 0.2 **Chief Engineer:** - The "Chief Engineer" shall mean the Chief engineer of the Government of Maharashtra who is designated as such.
- 0.3 **Superintending Engineer :-** The "Superintending Engineer" shall mean an officer of Superintending Engineers rank (by whatever designation he may be known) under whose control the work lies for the time being .
- 0.4 **Engineer or Engineer in charge :-** The "Engineer" or "Engineer in charge" shall mean the Executive Engineers in charge the work for time being
- 0.5 **Architect :-** The "Architect" shall mean the successful bidder whose Request For Proposal (R F P) has been accepted and who has been authorized to proceed with the work .
- 0.6 **GREEN BUILDING :-** The "Green Building" refers to both structures and application of processes that are environmentally responsible and resource-efficient throughout a building's life-cycle: from sitting to design, construction, operation, maintenance, renovation, and demolition.
- 0.7 **GRIHA :-** The "Griha" as used in the Terms Of References (T O R) papers shall mean an acronym for Green Rating for Integrated Habitat Assessment, is the National Rating System of India. GRIHA has been conceived by TERI and developed jointly with the Ministry of New and Renewable Energy, Government of India. It is a green building 'design evaluation system', and is suitable for all kinds of buildings in different climatic zones of the country.
- 0.8 **BOA :-** The BOA (Board of Assessors) as used in the Terms Of References (T O R) papers shall mean the committee formed by the Government of Maharashtra for the Appointment of Private Architect for the Construction of New Administrative Building in the premises of Collector Office, Pune.

1.0 **SCOPE OF PROJECT :**

As described in annexure I hereinafter enclosed.

2.0 **SERVICES TO BE RENDERED :**

A registered Architect from Council of Architecture shall render the following services as given in Clause -3 in connection with the project and in consultation with the Engineer in charge of the Government as follows:

Services to be rendered

- Architecture(Refer clause 3.0)
- Interior Architecture.....(Refer clause 4.0)
- Landscape Architecture(Refer Clause 5.0)

3.0 **ARCHITECTURE:**

Architectural designs for the Construction of the (Name of Work:- -----

on the site of the complex or worksite in City. (Annexure-I)

Following services shall be provided by THE ARCHITECT.

The Architect is required to provide services in respect of the following.

- 3.1 Taking GOVERNMENT's instructions and preparation of brief design.
- 3.2 Site evaluation, analysis and impact.
- 3.3 Design and site Development.
- 3.4 Structural design.
- 3.5 Sanitary, plumbing, drainage, water supply and sewerage design.
- 3.6 Electrical, electronic, communication systems and design.
- 3.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical Systems.
- 3.8 Elevators, escalators, etc.
- 3.9 Fire detection, Fire protection and Security systems etc.
- 3.10 Periodic inspection and evaluation of Construction works.
- 3.11 Preparation of Comprehensive maintenance manual.

3.2.0 Additional scope of Works:

- 3.2.1 The Architect shall appoint the necessary Consultant at his own & the required consultancy charges shall be borne by THE ARCHITECT.
- 3.2.2 The Consultancy charges if any required in connection of Architectural work shall be borne by the Architect himself.
- 3.2.3 The Architect shall coordinate with the use of concluded information of surveys for producing the most cost effective, safe and practical solutions.
- 3.2.4 The Architect shall Prepare drawings necessary for Governments / statutory bodies approvals and ensure compliance with codes, standards and legislation, as applicable for time to time and obtain all the necessary approvals/NOC's from the Pune Municipal Corporation, local Govt./Statutory bodies and obtaining the building permissions and Building occupation/completion certificate without any extra cost to the Govt. also coordinate with Pune Municipal Corporation for getting permission for cutting down, transplanting trees from appropriate authorities.
- 3.2.5 The Architect shall during his visit issue necessary instructions to his team to achieve the above mentioned objectives. The Architect will also periodically appraise the performance of his team and furnish recommendation to the Government for suitable actions.
- 3.2.6 To coordinate for planning and designing regarding Generation of power through Non conventional Energy resources.
- 3.2.7 To coordinate for High end safety and security warnings and prepare suppression design in cases of infiltrators / breach of security systems.
- 3.2.8 The Architect shall advise the Government on getting the defects rectified from the respective contractor during the defect liability period specified in the respective contract works.
- 3.2.9 The Architect will be the member of the steering Committee appointed by Government (Refer clause 6.1.6) for smooth implementation of the project. The Architect shall attend the meetings convened by the committee and take active part in proceedings of the Committee.
The Architects shall be responsible for the direction and integration of their work into the main activity of the project.
- 3.2.10 To coordinate with various agencies to carry out the various soil investigations.
- 3.2.11 To coordinate to get done all the various Engineering works to facilitate the further detailing related to structural, Architectural and all services planning and designing.
- 3.2.12 To coordinate all the investigations and reports and set the specifications and parameters of the Structural and Architectural Design.

- 3.2.13 The Architect shall apply for and obtain GRIHA RATING from the concern authority. He shall also arrange visits of appropriate authorities as may be necessary and submit documents as per requirements to obtain the rating. The necessary legitimate fees if any, shall be paid by the Government.
- 3.2.14 The Tender for the construction of (**Name of Work:-** -----

will be comprehensive Tender including civil, electrical, plumbing and drainage work. The tender for the Interior Architectural & landscaping work will be considered separately as and when required. However the scope of Architect consists of Interior Architecture & Landscape Architecture.
- 3.2.15 The Architect shall submit details of agencies/ consultants appointed by him to carryout various functions such as Green Building,Structural.,Electrical,Mechanical,Plumbing,Interior Designing,Landscape Architecture etc. along with their work profile/registrations if any, to the Government and shall obtain Chief Engineer's P.W.Region, ----- prior written approval.

3.3.0 SCHEDULE OF SERVICES

The Architect shall render his services in the following stages as described below.

3.3.1. STAGE (1): CONCEPT DESIGN

- 3.3.1.1 Ascertain Government requirements, examine site constraints and potential , and prepare a brief design based on Competition concept design for BOA's approval.
- 3.3.1.2 Prepare drawing and documents along with the concept of Green Building to enable the agencies appointed by The Government. to accord Administrative Approval and carry out the detailed survey and soil investigations at the site of the project.
- 3.3.1.3 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and /or proposed developments in its immediate environment.
- 3.3.1.4 Prepare conceptual designs with references to requirements given along with reports obtained from survey investigation to enable The Engineer in charge in preparing detailed estimate of the project.
- 3.3.1.5 Selection of proper (Low energy) Construction material in view of Green Building concept relevant to Energy Conservation Building Code 2007 (ECBC 2007) with latest revision / amendment, if any, and incorporate all concepts of Solar passive architecture of GREEN BUILDING and GRIHA Rating in the planning and submit the proposal for Green Building accreditation/certification to GRIHA and get NOC from the concern authorities.
This stage shall be deemed to have been completed after submission of above documents to Executive Engineer, Public Works Division, -----.
- 3.3.1.6 if, due to any reason govt do not accord Administrative Approval to the project within six months from date of submission of proposal to the Govt., then the Engineer-in-charge should pay the fees to the Architect firm / Architect and

terminate the agreement of Architect with govt. after paying him the fees due on account of completion of Stage – I process.

3.3.2. STAGE (2): PRELIMINARY DESIGN AND DRAWINGS:

Modify the designs (Not concept) incorporating required changes and prepare the preliminary drawings, sketches, study model, etc. for the approval.

This stage shall be deemed to have been completed after receipt of approval to modified preliminary design and drawings from the BOA.

Attend meeting of heritage committee, include all suggestions and instructions received from the heritage committee, with respect to drawings, specifications and material use in the construction.

3.3.3. STAGE (3): DRAWINGS FOR STATUTORY BODY APPROVALS:

Prepare drawings necessary for statutory bodies approvals and ensure compliance with codes, standards and legislation, as applicable from time to time and obtain all the necessary approvals/NOC's from the Pune Municipal Corporation , local Govt./Statutory bodies and obtaining the building permissions without any extra cost to the Govt.

However the charges for the necessary legitimate prescribed fees required for obtaining the approvals/NOC'/building permissions/building occupation certificate from the Govt.bodies shall be paid by Govt.

3.3.4 STAGE (4): WORKING DRAWINGS.

3.3.4.1 Prepare and issue working drawings and details including large scale and full size details, specifications. The Architect shall submit the same along with detailed specifications of the project to the Engineer Incharge for necessary execution.

3.3.4.2 The structural designs and other details of all the components of the proposed Building shall basically be the responsibility of the Architect. These designs, however, shall have to be got approved from the Superintending Engineer (Building) design circle, P.W.D.New Mumbai or any other proof consultant nominated by the Chief Engineer, if required, for this purpose.

3.3.4.3 Prepare proposal for statutory sanctions to the plots, drawings and layouts & get it sanctioned from the local statutory bodies.

3.3.4.4 Issue the 10 sets of necessary Architectural & structural drawings along with soft copies.

3.3.4.5 The Architect shall provide the prototype of 'THE PROJECT' made up of card board within one month from the date of appointment. This stage shall be deemed to have been completed on submission of preliminary working drawings to the Engineer In-charge.

3.3.5 STAGE (5): CONSTRUCTION:

3.3.5.1 Incorporate all the concept of 'GREEN BUILDING' including getting assessment done by GRIHA 5 star Rating or the rating as desired by the department, in the planning of the building.

3.3.5.2 Approve samples of various elements and components.

3.3.5.3 Check and approve shop drawings submitted by the Contractors/ Vendors.

3.3.5.4 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate

the Construction Works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings and give power point presentations as and when required to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Engineer In-charge informed and render advise on actions, if required.

- 3.3.5.5 In order to ensure that the work at site proceeds in accordance with approved documents/drawings, the Architect himself or his representative shall point out deviation if any, in time.
- 3.3.5.6 Issue certificate of virtual completion of work covered under services to be rendered for Architecture.

3.3.6 STAGE (6): COMPLETION:

- 3.3.6.1 Prepare and submit completion reports and drawings for the project as required and obtain the necessary NOC's from Pune Municipal Corporation ,local Government/Statutory bodies along with the Building occupation/completion certificate.
- 3.3.6.2 Issue six sets of as built drawings along with soft copies of the same including services and structures and prepare a comprehensive maintenance manual with specifications for items requiring special maintenance procedure.

3.4 PROFESSIONAL FEES – ARCHITECTURE :

- 3.4.1 First price of Rs.1.5 Lakh to be adjusted in Professional Fees.
- 3.4.2 In consideration of the professional services rendered by the Architect, the total fees of the Architect will be 3.0 %. (On the actual expenditure incurred in the construction of main building excluding Interior Architecture and Landscaping work.)
- 3.4.3 Any tax levied by law, such as Service Tax, Income Tax,VAT,tax towards labour welfare, insurance and professional tax etc. contingent to professional services rendered by the Architect, shall be payable by the ARCHITECT.

3.5 SCHEDULE OF PAYMENT :

The Architect shall be paid professional fees mentioned in para 3.4.1 in the following stages consistent with the work done which is covered under services of Architecture plus other charges and reimbursable expenses as agreed upon.

STAGE 1 A	On signing of agreement	5% of the total fees payable on cost as per amount put to tender.
STAGE 1 B	On submitting conceptual designs, and submission of proposal for GRIHA RATING.	6% of the total fees payable less payment already made at stage 1A on cost as per amount put to tender..
STAGE 2	On submitting the required preliminary scheme for Governments approval,	7% of the total fees payable less payment already made at stages 1A and 1B on cost as per amount put to tender.
STAGE 3	a. On incorporating Governments suggestions and submitting drawings for approval from the	a. 10% of the total fees payable less payment already made at stages 1A to 2 on cost as

	statutory authorities. Upon approval necessary for commencement of construction wherever applicable.	per amount put to tender. b. 15% of the total fees payable less payment already made at stage 1A to 3a on cost as per amount put to tender.
STAGE 4	Upon preparation of working drawings, specification.	30% of the total fees payable less payment already made at stages 1A to 3b on cost as per accepted amount of tender.
STAGE 5	<p>a. On submitting working drawings and details required for commencement of work at site.</p> <p>b. (i) On completion of 20% of the work</p> <p>(ii) On completion of 40% of the work</p> <p>(iii) On completion of 60% of the work</p> <p>(iv) On completion of 80% of the work</p> <p>(v) On virtual completion.</p>	<p>a) 50% of the total fees payable less payment already made at stages 1A to 4 on accepted tender cost.</p> <p>b)(i) 60 % of the total fees payable less payment already made at stages 1A to 5a on accepted tender cost.</p> <p>ii) 70 % of the total fees payable less payment already made at stages 1A to 5b(i) on accepted tender cost.</p> <p>iii) 80 % of the total fees payable less payment already made at stages 1A to 5b(ii) on accepted tender cost.</p> <p>iv) 85 % of the total fees payable less payment already made at stages 1A to 5b(iii) on accepted tender cost.</p> <p>v) 90 % of the total fees payable less payment already made at stages 1A to 5b(iv) on accepted tender cost.</p>
STAGE 6	<p>1) On submitting and obtaining Completion report and drawings for issuance of completion and on issue of as built drawings and Occupancy Certificate wherever required and submission of comprehensive maintenance manual.</p> <p>2) On getting the final audit done by the GRIHA authorities and obtaining GRIHA RATING CERTIFICATE.</p>	100 % of the fees payable on actual expenditure made on the work less payment already made at various stages 1A to 5b(v) above.

Note:-

1. The payment Schedule is tentative , however if any changes are required during execution shall be as approved by the Government.

2. Progressive, on account, payments shall be made by the Government to the Architect against any of the above stages based on the quantum of work done during that stage, as approved by the Government.
3. The actual cost of completed work shall include cost of execution of assigned works referred to in scope of work and also actual project cost of RCC, structural and civil works, mechanical, electrical, telephones, buildings automation and management systems, HVAC, sanitary installation, plumbing and drainage work, fire fighting systems, elevators and escalators equipment and machinery, transformer., DG sets, substations, pumps, meters. water and sewage treatment plant etc.
In case only a part of the project is continued beyond any stage, the deduction for payment made against earlier stages shall only be in respect of proportionate cost of the said part of the project. Thus where a concept (Stage 2) master plan has been prepared 30 percent fees will be payable on the entire master plan and deduction at subsequent stages shall be in respect of portions actually constructed from time to time.
4. If the Project does not get Administrative approval within 6 months of submission of proposal to the Government, the Engineer- in- charge may terminate the agreement after payment of Stage – I A and 1B to the Architect.

4.0 : INTERIOR ARCHITECTURE :

4.1 SCOPE OF WORK- : INTERIOR ARCHITECTURE:

The Architect is required to provide services in respect of the following.

- 4.1.1 Site evaluation and assessment.
- 4.1.2 Interior design – space planning / development & volumetric study.
- 4.1.3 Architectural additions and alterations.
- 4.1.4 Design of fixed items of work, loose furniture & interior related civil works.
- 4.1.5 Illumination design.
- 4.1.6 Sound and acoustic design.
- 4.1.7 Graphic design and signage.
- 4.1.8 Indoor plants cape.
- 4.1.9 Selection of materials, equipments and other interior related elements.
- 4.1.10 Integration of all Engineering Services.
- 4.1.11 Periodic inspection and evaluation of works at site.
- 4.1.12 Preparation of Comprehensive maintenance manual.

4.2 STAGE WISE SCHEDULE OF SERVICES : INTERIOR

ARCHITECTURE:

If the service of Interior Architecture is required to be taken up then only it will be executed as and when decided by the Engineer In-charge.

The Architect shall, after taking instruction from the Engineer In-charge and the Collector,Pune, render the following services.

4.2.1 STAGE 1 : CONCEPT DESIGN: INTERIOR ARCHITECTURE:

- 4.2.1.1 Furnish a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages.
- 4.2.1.2 Analyze schedule of space in relation to activities and site potential.
- 4.2.1.3 Prepare conceptual design with reference to requirements given.

This stage shall be deemed to have been completed after submission of above documents to Executive Engineer, Public Works Division, Pune.

4.2.2 STAGE 2 : PRELIMINARY DESIGN: INTERIOR ARCHITECTURE:

Modify the conceptual designs incorporating required changes; prepare the preliminary drawings, interior views and schedule of finishes for the BOA's approval.

This stage shall be deemed to have been completed after receipt of approval to modified preliminary design and drawings from the BOA.

4.2.3 STAGE 3 : DRAWING FOR GOVERNMENT'S / STATUTORY APPROVAL : INTERIOR ARCHITECTURE:

Prepare drawings necessary for Government's / statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtained the statutory approvals thereof, if required. The material used for interior shall confirm to the standards.

4.2.4 STAGE 4 : WORKING DRAWING. : INTERIOR ARCHITECTURE:

Prepare working drawings, specifications as per procedure mentioned in para 3.3.4

4.2.5 STAGE5 : CONSTRUCTION: INTERIOR ARCHITECTURE:

- 4.2.5.1 Prepare and issue working drawings and details for proper execution of work during construction to the contractor appointed by Government for execution of work.
- 4.2.5.2 Approve samples of various elements, and components.

- 4.2.5.3 Check and approve working drawings submitted by the contractor / vendors.
- 4.2.5.4 Visit the site of work and fabrication workshop, at interval mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Engineer In-charge informed and render advice on actions, if required.
- 4.2.5.5 In order to ensure that the work at site proceeds in accordance with approved documents/drawings, the Interior Architect himself or his representative shall point out deviation if any, in time
- 4.2.5.6 Issue Certificate of Virtual Completion of works covered under services to be rendered for Interior Architecture.

4.2.6 STAGE 6 : COMPLETION : INTERIOR ARCHITECTURE:

- 4.2.6.1 Prepare and submit completion reports and drawings for the project and assist the Engineer In-charge, wherever required.
- 4.2.6.2 Issue six sets of as built drawings along with soft copies of the same including services and structures and prepare a comprehensive maintenance manual for items requiring special maintenance procedure.

4.3 PROFESSIONAL FEE : INTERIOR ARCHITECTURE:

- 4.3.1 In consideration of the professional services rendered by the Architect, the total fees of the Architect will 3.0 %.(On the actual expenditure incurred on the interior Architectural work.)
- 4.3.2 Any tax levied by law, such as Service Tax, Income Tax,VAT, Tax towards labour welfare, insurance and professional tax etc. contingent to professional services rendered by the interior Architect, shall be payable by the Interior ARCHITECT.

4.4 SCHEDULE OF PAYMENT : INTERIOR ARCHITECTURE:

The Architect shall be paid professional fee in following stages consistent with the work done which is covered under services of Interior Architecture.

STAGE 1 A	On appointment / signing of agreement / acceptance of offer.	5% of the total fees payable, whichever is higher, adjustable at the last stage on cost as per amount put to tender for Interior Architecture.
STAGE 1 B	On submitting conceptual designs .	7% of the total fees payable less payment already made at stage 1A on cost as per amount put to tender for Interior Architecture.
STAGE 2	On submitting the required preliminary scheme for Governments	10% of the total fees payable less payment already made at stages 1A

	(PWD) approval.	and 1B on cost as per amount put to tender for Interior Architecture.
STAGE 3	On incorporating Government's suggestions and submitting drawings for obtaining approval from the Government (PWD) if required.	20% of the total fees less payment already made at stages 1A to 2 on cost as per amount put to tender for Interior Architecture.
STAGE 4	Upon Government's (PWD)/ statutory approvals and preparation of working drawings, specifications.	30% of the total fees payable less payment already made at stages 1A to 3 on cost as per accepted amount of tender for Interior Architecture.
STAGE 5	<p>a. On submitting and obtaining working drawings and details required for commencement of work at site.</p> <p>b. (i) On completion of 20% of the work</p> <p>(ii) On completion of 40% of the work</p> <p>(iii) On completion of 60% of the work</p> <p>(iv) On completion of 80% of the work</p> <p>(v) On virtual completion.</p>	<p>a) 50% of the total fees less payment already made at stages 1A to 4 on accepted tender cost for Interior Architecture.</p> <p>b) i) 60 % of the total fees less payment already made at stages 1A to 5a on accepted tender cost for Interior Architecture.</p> <p>ii) 70 % of the total fees less payment already made at stages 1A to 5b(i) on accepted tender cost for Interior Architecture.</p> <p>iii) 80 % of the total fees less payment already made at stages 1A to 5b(ii) on accepted tender cost for Interior Architecture.</p> <p>iv) 85 % of the total fees less payment already made at stages 1A to 5b(iii) on accepted tender cost for Interior Architecture.</p> <p>v) 90 % of the total fees less payment already made at stages 1A to 5b(iv) on accepted tender cost for Interior Architecture.</p>
STAGE 6	On submitting Completion report and drawings for issuance of completion, wherever required and on issue of as built drawings and submission of comprehensive maintenance manual.	100 % of the fees payable on actual expenditure made on the work less payment already made at various stages 1A to 5b(v) above.

Note:-

1. The payment Schedule is tentative , however if any changes are required during

execution, variation shall be approved by the Government.

2. Progressive, on account, payments shall be made by the Engineer In-charge to the Architect against any of the above stages based on the quantum of work done during that stage, as approved by the Government.
3. The actual cost of completed work shall include cost of execution of assigned works referred to in scope of work .
4. If the Project does not get Administrative approval within 6 months of submission of proposal to the Government, the Engineer- in- charge may terminate the agreement after payment of Stage – I A and 1B to the Architect.

5.0 LANDSCAPING :

5.1 SCOPE OF WORK : Landscaping

The Architect is required to provide services in respect of the following.

- 5.1.1 Site appraisal and suitability.
- 5.1.2 Site planning.
- 5.1.3 Landform and grading.
- 5.1.4 Surface drainage design and water management.
- 5.1.5 Irrigation design.
- 5.1.6 Open space design – hard and soft area.
- 5.1.7 Planting design.
- 5.1.8 Landscape structures and features.
- 5.1.9 Garden Furniture design.
- 5.1.10 Illumination design.
- 5.1.11 Graphic design and signage.
- 5.1.12 Co-ordination of external services.
- 5.1.13 Periodic inspection and evaluation of works at site.
- 5.1.14 Preparation of Comprehensive maintenance manual.

5.2 SCHEDULE OF SERVICES : Landscaping

If the service of Landscape Architecture is required to be taken up then only it will be executed as and when decided by the Engineer In-charge.

5.2.1 STAGE 1 : CONCEPT DESIGN: Landscaping

- 5.2.1.1 Carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-à-vis activities.
- 5.2.1.2 Prepare drawings and documents to enable the agencies appointed by the architect to carry out the detailed survey and soil investigations at the site of the project.
- 5.2.1.3 Furnish preliminary scheme for site planning.
- 5.2.1.4 Prepare conceptual landscape design with reference to requirements given.

This stage shall be deemed to have been completed after submission of above documents to Executive Engineer, Public Works Division, Pune.

5.2.2 STAGE 2 : PRELIMINARY DESIGN AND DRAWING: Landscaping:

- 5.2.2.1 Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc.

This stage shall be deemed to have been completed after receipt of approval to modified preliminary design and drawings from the Dy. Director, Parks and Garden, P.W.D. Pune and Engineer In-charge.

5.2.3 STAGE 3 : DRAWING FOR GOVERNMENT'S APPROVAL : Landscaping:

It shall be obligatory on the part of Architect that it shall get Prepare drawings/ design necessary for Government's / statutory approvals and ensure the compliance with codes, standards, statues, Rules and legislations, as applicable from time to time and obtain statutory approvals thereof , if required.

5.2.4 STAGE 4 : WORKING DRAWING.: Landscaping:

The Architect shall Prepare working drawings, specifications as per procedure mentioned in para 3.4

5.2.5 STAGE5 : CONSTRUCTION: For Landscaping:

- 5.2.5.1 The Architect shall get prepared and issue working drawings and details for proper execution of work during construction to the contractor appointed by Engineer In-charge for execution of work. The Architect shall be approved shall get approved sample of various elements and components.
- 5.2.5.2 Check and approve shop drawings submitted by the contractor / vendors.
- 5.2.5.3 Visit the site of work, at interval mutually agreed upon, to inspect and evaluate the Construction works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Engineer In-charge informed and render advice in

actions, if required.

5.2.5.4 In order to ensure that the work at site proceeds in accordance with approved documents/drawings, the Landscape Architect himself or his representative shall point out deviation if any, in time

5.2.5.5 Issue Certificate of Virtual Completion of works covered under services to be rendered of Landscaping.

5.2.6 STAGE 6 : COMPLETION : For Landscaping:

5.2.6.1 Prepare, submit and obtain completion reports and drawings for the project and assist the Government, wherever required.

5.2.6.2 Issue six sets of as built drawings along with soft copies of the same including services and structures and prepare a comprehensive maintenance manual for items requiring special maintenance procedure.

5.3 PROFESSIONAL FEE :

5.3.1 In consideration of the professional services rendered by the Architect, the total fees of the Architect will be 3.0 %.(On the actual expenditure incurred on the Landscaping work.)

5.3.2 Any tax levied by law, such as Service Tax, Income Tax,VAT, Tax towards labour welfare, insurance and professional tax etc. contingent to professional services rendered by the Landscape Architect, shall be payable by the landscape Architect.

5.4 SCHEDULE OF PAYMENT :

The Architect shall be paid professional fee in following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon.

STAGE 1 A	On appointment / signing of agreement / acceptance of offer.	5% of the total fees payable, on cost as per amount put to tender for Landscaping Architecture.
STAGE 1 B	On submitting conceptual designs.	7% of the total fees payable less payment already made at stage 1A on cost as per amount put to tender for Landscaping Architecture.
STAGE 2	On submitting the required preliminary scheme for the the Dy.Director, Parks and Garden, P.W.D.Pune and Engineer In-charge approval.	10% of the total fees payable less payment already made at stages 1A and 1B on cost as per amount put to tender for Landscaping Architecture.
STAGE 3	On incorporating the Dy.Director, Parks and Garden, P.W.D.Pune and Engineer In-charge suggestions and	20% of the total fees less payment already made at stages 1A to 2 on cost as per amount put to tender for

	submitting drawings.	Landscaping Architecture.
STAGE 4	Upon statutory approval, if required and preparation of working drawings, specifications .	30% of the total fees payable less payment already made at stages 1A to 3 on cost as per accepted amount of tender for Landscaping Architecture.
STAGE 5	<p>A. On submitting working drawings and details required for commencement of work at site.</p> <p>B. (i) On completion of 20% of the work</p> <p>(ii) On completion of 40% of the work.</p> <p>(iii) On completion of 60% of the work</p> <p>(iv) On completion of 80% of the work</p> <p>(v) On virtual completion.</p>	<p>a) 50% of the total fees less payment already made at stages 1A to 4 on cost as per block estimate for Landscaping Architecture.</p> <p>b) i) 60 % of the total fees payable less payment already made at stages 1A to 5a on accepted tender cost for Landscaping Architecture.</p> <p>ii) 70 % of the total fees payable less payment already made at stages 1A to 5b(i) on accepted tender cost for Landscaping Architecture.</p> <p>iii) 80 % of the total fees payable less payment already made at stages 1A to 5b(ii) on accepted tender cost for Landscaping Architecture.</p> <p>iv) 85 % of the total fees payable less payment already made at stages 1A to 5b(iii) on accepted tender cost for Landscaping Architecture.</p> <p>v) 90 % of the total fees payable less payment already made at stages 1A to 5b(iv) on accepted tender cost for Landscaping Architecture.</p>
STAGE 6	On submitting and obtaining Completion report and drawings for issuance of completion, wherever required and on issue of as built drawings and submission of comprehensive maintenance manual.	100 % of the fees payable on actual expenditure made on the work less payment already made at various stages 1A to 5b(v) above.

Note:-

1. The payment Schedule is tentative, however if any changes are required during execution, variation shall be as approved by the Government.
- 2.. Progressive, on account, payments shall be made by the Engineer In-charge to

the Architect against any of the above stages based on the quantum of work done during that stage, as approved by the Government.

3. The actual cost of completed work shall include cost of execution of assigned works referred to in scope of work.
4. If the Project does not get Administrative approval within 6 months of submission of proposal to the Government, the Engineer- in- charge may terminate the agreement after payment of Stage – I A and 1B to the Architect.

6.0 GENERAL CONDITIONS OF THE AGREEMENT :

6.1 GOVERNMENT'S ROLE AND RESPONSIBILITIES:

The Government shall discharge all its obligations connected with the project and engagement of the Architect as follows:

- 6.1.1 To provide detailed requirements of the project.
- 6.1.2 To provide location plan, measured drawings and photographs of existing space with full structural and relevant details, existing services and common outlets to which proposed services can be connected, In case such information is not readily available, the Government shall arrange for the collection of necessary information and pay for the same.
- 6.1.3 To furnish specific conditions / statutory stipulations / codes of practice/ schedule of rates, etc. desired to be followed.
- 6.1.4 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- 6.1.5 To appoint a Steering Committee consisting of Chief Engineer, Pune (P.W.) Region, Pune as Chair Person, Collector, Pune, Dy. Chief Architect Region, Pune. Superintending Engineer (Electrical), Superintending Engineer, (V and QC Circle), Pune, Superintending Engineer, Pune (P.W.) Circle, The Architect, as member, Executive Engineer Public Works Division, Pune as Member secretary.
Take note of observation made by architect on his inspections & visit & ensure the correction of deficiencies in the work pointed out by him. The Architect and his consultant for (Structural Engineering / Electrical / water supply / sanitary / HVAC Engineering) shall be constituted to monitor the project and achieve proper co-ordination and expedite decisions. The committee shall meet as and when necessary with mutual convenience at the Chief Engineer office to review the progress and to sort out problem if any, and to achieve proper coordination and timely completion of the work

6.2 EXECUTION OF THE ASSIGNMENT:

- 6.2.1 The Architect shall keep the Engineer In-charge informed about the progress of work.
- 6.2.2 The Architect shall be responsible for the direction and integration of the consultants work entrusted to them by the Architect in connection with the said project.
- 6.2.3 The Architect will advise to the Engineer In-charge on the Time Schedule (Bar Chart / PERT/ CPM Network_ prepared by the contractors for the completion of work.
- 6.2.4. The Architect shall supply to the Engineer In-charge, free of cost, minimum six sets of drawings and soft copies of the same at different stages.
- 6.2.5 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior Written approval of the Engineer In-charge.

- 6.2.6 Any professional services to be rendered by the Architect at the instance of the Government after the agreed project completion period shall be paid separately on mutually agreed terms.
- 6.2.7 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of agreement with appointed contractors, Associations, Agencies, Persons etc.
- 6.2.8 If due to fault and negligence on the part of the Architect defects and deficiencies are observed in the project, the payment towards Architecture fees shall be reduced as per decision of the steering committee, however the maximum reduction in fees shall not be more than 2 % of the Architecture fees.

6.3 TIME SCHEDULE:

The tentative Time Schedule for the project is appended at annexure-II. The architect shall, adhere to the Time Schedule in respect of various services to be rendered and discharges of Government's obligations, If due to inability / delay in submission of drawings and / or designs by Architect, project is delayed then suitable penalty/any action including termination of Agreement shall be imposed as per the decision of the Government. The maximum penalty shall be limited to 10 % of the professional fees to be paid to the Architect.

6.4 INDEMNITY AND WARRANTY:

In the event that a claim or suit is brought against the Architect or the Consultants by any third party for damages arising from personal injury or property damage caused wholly by the Government, or anyone employed by the Government, or anyone for whose acts the Government may be held responsible, then the Government shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fee's which the Architect may incur in connection therewith. The Architect shall at all times comply with all applicable laws, statutes, ordinances, rules, regulations and other Governmental requirements. The Architect shall indemnify and hold the Government harmless from any and all claims, causes of action, losses, damages, liabilities, costs and expenses including Attorney's fees, arising from death of or injury to any person, damage or destruction of property of any person, as well as breach of contract due to the services rendered by Architect, as well as agencies, associations, persons employed by the Architect or its associates.

6.5 OWNERSHIP OF COPYRIGHT:

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. The Government shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Government or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

6.6 TERMINATION OF AGREEMENT:

- 6.6.1 Agreement between the Architect and the Government may be terminated by any one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities, so long as

the failure in not caused by the one initiating the termination.

- 6.6.2 In the event of Architect's firm closing its business or the Government having terminated the agreement, the Government shall have the right to employ another Architect to complete the work, after making payment to the previous Architect's firm in the principle of quantum meruit or quantum valebant.

6.7 INTERPRETATION:

In case of any ambiguity or difficulty in the interpretation or the terms, conditions of this agreement, the decision of the Dispute Resolution Committee for the project shall be final and binding on the Architect. This dispute resolution committee shall be comprised of Chief Engineer Pune (P.W.) Region, Pune as chairman, Dy.Chief Architect P.W.Region, Pune as member and Superintending Engineer, P.W. Circle, Pune as Member secretary.

6.8 ARBITRATION:

6.8.1 Arbitrators

- i) Any dispute which is not resolved amicably shall be finally settled by panel of arbitration under the Arbitration and Conciliation Act, 1996. The arbitration shall be by a panel of three arbitrators, one to be appointed by each party and the third to be appointed by the two arbitrators appointed by the parties. A party requiring arbitration shall appoint an arbitrator in writing, inform the other Party about such appointment and call upon the other Party to appoint its arbitrator. If the other Party fails to appoint its arbitrator, the Party appointing arbitrator shall take steps in accordance with provisions **contained under section II (4) of the Arbitration and Conciliation Act, 1996.**
- ii) The person to be appointed as an arbitrator shall not be below the rank of Chief Engineer / Rtd. Chief Engineer.

6.8.2 Place of Arbitration

The place of arbitration shall be Pune.

6.8.3 English Language

The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and rulings shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.

6.8.4 Procedure

The procedure to be followed within the arbitration, including appointment of arbitrator / arbitral tribunal, the rules of evidence which are to apply shall be in accordance with the Arbitration and Conciliation Act, 1996.

6.8.5 Enforcement of Award

Any decision or award resulting from arbitration shall be final and binding upon the parties.

6.8.6 Fees and Expenses

The fees and Expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and paid by the respective parties subject to determination by the arbitrators. The arbitrators may provide in the arbitral award for the reimbursement to the prevailing party of its cost and expenses in bringing or defending the arbitration claim including legal fees & expenses incurred by the party.

6.8.7 Performance during arbitration

Pending the submission of and /or decision on a Dispute difference or claim or until the arbitral award is published the parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment

in accordance with such award.

6.8.8 The rate of interest in the award shall not be more than “SBI-PLR”.

The Arbitrator/s shall declare award within one year from the date of reference of dispute to the arbitrator/s.

6.8.9 The agreement shall be governed by Indian statutory Rules and Regulations enforceable from time to time.

6.9 STAMP DUTY:

The Architects shall bear and pay the stamp duty of Rs. 100/- under articles 5 (h) 9 section -1 of Bombay Stamp Act of 1958.

6.10 Liability and Insurance

I. In the event of fault or negligence, professional misconduct on the part of the Architect or his employee, consultant, representatives etc., he shall be liable to pay compensation on the following terms :

- i) Such compensation shall be limited to the amount of reasonably foreseeable loss and damage suffered as a result of such breach, but not otherwise.
- ii) In any event, the amount of such compensation will be limited to the total payment for professional fees, charges and reimbursable expenditure payable to the Architect.

II. Duration of Liability :

The Architect shall be considered liable for any loss or damage resulting from any occurrence during the period of Agreement till defect liability period of the contractor's work contract or the claims / court cases are settled whichever is later.

III. Limit of Compensation

Limit of the Architect / Consultant's liability towards the Client.

A) In case of gross negligence or willful misconduct, fault on the part of the Architect / consultant's or on the part of any person or firm acting on behalf of the Architect / consultant's in carrying out the services, due to which damages, loss caused to the Government's property then Architect shall be liable to any direct or consequential loss or damage to the extent as below :

- a) 20 % of the total payments for professional fees, charges and reimbursable expenditures payable to the Architect / Consultants

hereunder, or

- b) Claims settled by the insurance company on behalf of the architect / consultants to cover such a liability,

Whichever of (a) or (b) is higher is applicable.

- B) This limitation of liability shall not affect the Architect / Consultants liability, if any, for bodily injury, damage to the personal property of third party or death of third parties caused by the Architect / Consultant's or any person or firm acting on behalf of the Architect / Consultant's in carrying out the services after the project.

6.12 TRANSFER OF ASSIGNMENT:

The Architect shall not assign, entrust or transfer their interest in this agreement to the other party without prior written consent of the Government.

In **WITNESS WHEREOF** the Government of Maharashtra has caused the Executive Engineer, P.W. Division ----- of Government of Maharashtra. Public Works Department to hereto set his hands and affix the seal at his office and authorized signatory of the said company affixed the seal of the Company for and on behalf of the Company the day and year hereinabove written.

SIGNED SEALED AND DELIVERED FOR AND ON BEHALF OF THE GOVERNOR OF MAHARASHTRA.

Shri.

Executive Engineer, P.W. Division

----- P.W. Department for and on behalf of

Government of Maharashtra in the presence of

1)

2)

SIGNED SEALED AND DELIVERED BY

Authorized Signatory of M/s.

In the presence of

1)

2)

ANNEXURE-I

1.0 SCOPE OF PROJECT

The Scope of the project is to (Name of Work & Detail Address :- -----
-----)

2.0 GENERAL PROJECT BACKGROUND (General Note on concerned project)

For Sample Collector Office Pune is basically a heritage Building built in 1880. Due to the old structure at many places it shows distress and is in dilapidated condition. Many offices of the Revenue Department are scattered in the campus of collector office.

Pune city being the "IT & Industrial Hub" it is a fast growing city with huge population. Thousands of people from every walks of life used to visit the collector office for their works daily.

Being the Head Quarter of a District Administration it has its separate identity and significance. To bring all the scattered offices under one roof it has been decided to construct a State-of-Art Building to cater for the need of hour.

To maintain the heritage of the Building, National emblem will be preserved & established in the new Building.

3.0 BROAD PROVISIONS

- 3.1 Construction of Multi storied Building.
- 3.2 Ample parking space.
- 3.3 Construction of a building with 'GREEN BUILDING CONCEPTS' as per GRIHA star rating.
- 3.4 Transplantation of existing trees. (if any)
- 3.5 Building envelope to facilitate the natural air & light.

Note: (Approval by concerned H.O.D.)

The proposed amenities and requirements to be accommodated in the building area are to be finally approved by the Collector,----- . After preparation of the preliminary drawing by the appointed Architect, the same shall be reviewed by appropriate sanctioning / approving authorities and changes if any proposed by said authority will have to be incorporated in the final drawings.

4.0 SCOPE OF WORK : ARCHITECTURAL WORKS.

- 4.1 Taking instruction of Engineer In-charge & preparation of design brief.
- 4.2 Site evaluation, analysis and impact.
- 4.3 Design & site development.
- 4.4 Structural Design
- 4.5 Sanitary, plumbing, drainage, water supply & sewerage drainage.
- 4.6 Electrical, electronic communication system & Design.
- 4.7 Heating, ventilation & Air Conditioning Design (HVAC) and other mechanical system.
- 4.8 Elevators, escalators etc.
- 4.9 Fire detection, fire protection & security system etc.
- 4.10 Periodic Inspection & evaluation of Construction work.
- 4.11 Preparation of comprehensive maintenance manual.

5.0 SCOPE OF WORK- : INTERIOR ARCHITECTURE:

The Architect is required to provide services in respect of the following.

- 5.1 Site evaluation and assessment.
- 5.2 Interior design – space planning / development & volumetric study.
- 5.3 Architectural additions and alterations.
- 5.4 Design of fixed items of work, loose furniture & interior related civil works.
- 5.5 Illumination design.
- 5.6 Sound and acoustic design.
- 5.7 Graphic design and signage.
- 5.8 Indoor plants cape.

- 5.9 Selection of materials , equipments and other interior related elements.
- 5.10 Integration of all Engineering Services.
- 5.11 Periodic inspection and evaluation of works at site.

6.0 SCOPE OF WORK : Landscaping

The Architect is required to provide services in respect of the following.

- 6.1 Site appraisal and suitability.
- 6.2 Site planning.
- 6.3 Landform and grading.
- 6.4 Surface drainage design and water management.
- 6.5 Irrigation design.
- 6.6 Open space design – hard and soft area.
- 6.7 Planting design.
- 6.8 Landscape structures and features.
- 6.9 Garden Furniture design.
- 6.10 Illumination design.
- 6.11 Graphic design and signage.
- 6.12 Co-ordination of external services.
- 6.13 Periodic inspection and evaluation of works at site.
- 6.14 Preparation of Comprehensive maintenance manual.

ANNEXURE- II

1. Time Schedule for several activities to be completed by the architect.

Sr. No.	Project Activity	Time in weeks	Remarks
1.	Concept Design	3	After issue of Letter Of Appointment to Architect.
2.	Preliminary design & drawing	2	After approval of concept design .
3.	Drawings for Govt. & Statutory Approval	2	After the approval of Preliminary design.
4.	Working Drawing & Structural Drawing	2	After the approval of Preliminary design.
5.	Site Visits During Construction	Once in a week up to the completion of the project.	In order to ensure that the work at site proceeds in accordance with approved documents/drawings ,the Architect shall depute his personnel and point out deviation if any, in time .
6.	Completion Report from statutory bodies/ local Govt.	4	After completion of the work.

2. Time Schedule for several activities to be completed by the Interior architect.

Sr. No.	Project Activity	Time in Weeks	Remarks
1.	Concept Design	3	After completion of RCC work and receipt of intimation from Engineer In-charge.
2.	Preliminary design &	1	After approval of concept design

- | | | | | |
|----|---------------------------------------|---|--|--|
| | drawing | | | |
| 3. | Drawings for Department Approval | 2 | After the approval of Preliminary design | |
| 4. | Working Drawing | 2 | After the approval of Preliminary design. | |
| 5. | Site Visits During Construction | Once in a week up to the completion of the project. | In order to ensure that the work at site proceeds in accordance with approved documents/drawings ,the Architect shall depute his personnel and point out deviation if any, in time . | |
| 6. | Completion Report from the department | 1 | After completion of the work. | |

3. Time Schedule for several activities to be completed for the Landscaping work.

Sr. No.	Project Activity	Time in Weeks	Remarks
1.	Concept Design	3	After completion of RCC work and receipt of intimation from Engineer In-charge.
2.	Preliminary design & drawing	1	After approval of concept design
3.	Drawings for Department Approval	2	After the approval of Preliminary design
4.	Working Drawing	2	After the approval of Preliminary design.
5.	Site Visits During Construction	Once in a week up to the completion of the project.	In order to ensure that the work at site proceeds in accordance with approved documents/drawings ,the Architect shall depute his personnel and point out deviation if any, in time .
6.	Completion Report from the department	1	After completion of the work.